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Reference Area

Tips for Completing Your Form 470

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Tip 1. File Your Form 470 Online - Using the online Form 470 for filing your **E-rate** application saves time and **minimizes** data entry errors. The SLD system validates the answers you data enter for each item, which means your application is less likely to need extensive problem resolution clean up. Form 470 applications that are successfully filed online also post faster to the SLD web site. You may access the online Form 470 by clicking the "Apply Online" button on the **SLD web site**.

Tip 2. File Your Form 470 at Any **Time** During the Program Year -You may file the Form 470 at any time during the program year. In other words, there is not a limited timeframe (or "Window Filing Period") for submitting your Form 470 to the SLD. This allows you greater flexibility in initiating procurement processes while still allowing you to comply with E-rate **competitive** bidding requirements.

For Year 4, your **Form(s)** 470 must be posted early enough to achieve the 28-day posting period before filing and signing the Form 471, Block 6, Certifications and Signature which must be

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postmarked no later than January 18, 2001 in order to be inside the Year 4 window.

Tip 3. Only File Form 470 ONCE for Each New Contract, and File Form 470 Annually for Tariffed and Month-to-Month Services - Multi-year contracts require only one Form 470 to be filed when procurement begins. Each Form 470 has a unique number, to which you will refer in your annual Form 471 applications. PLEASE NOTE that you must file a Form 470 each year for discounts on, tariffed services, such as telecommunications Services, and for discounts on services billed on a month-to-month basis, such as some internet services and cell phone service.

Tip 4. Review the Minimum Processing Standards for the Form 470 - The Minimum Processing Standards (or MPS) are the procedures that the SLD uses to review your application when it is first received. Your application must pass the Minimum Processing Standards in order for data entry of your application to begin. Be sure to review the Form 470 Minimum Processing Standards and Filing Requirement posted in the Reference Area of this web site.

Tip 5. Technology Plan Requirement - Don't forget that you must have an approved technology plan (or be seeking approval on a technology plan) when you file the Form 470. The only exception to this rule is if you are applying for discounts only on basic local and long distance telephone service and for no other services. In that limited case, you are not required to complete and obtain approval of a technology plan.

Tip 6. When a Request for Proposal (RFP) is Available - If you are applying for E-rate discounts and you have developed a Request for Proposals (RFP) specifying the services you are seeking, you do not need to detail these services on the Form 470. In Block 2, Items 8 or 9 or 10, simply check box A and include the URL (web site address) where your RFP is posted, OR check box B and indicate which person to contact to obtain the RFP.

Tip 7. Online Filers: How to Successfully Submit your Form 470 Online - Follow these simple steps to make sure your Form 470 is successfully submitted to the SLD:

1. After you have completed each block, print a copy of the screen for your records.
2. Provide the appropriate answers in Block 5, Items 19-29
3. Print a copy of this screen for your records.
4. Click the "Next" button to move on to the next page, which features special instructions.
5. On this special instructions page, read all the instructions and then click the "Next" button at the bottom of the screen. By clicking "Next" you are simultaneously releasing your completed application to the SLD for posting, AND viewing a complete version of Block 5 of your Form 470. This version represents the Block 5 information as it

appears in the SLD database. Clicking "Next" will prevent any further changes to the application. Please be sure that you are **satisfied** that all entries to the Form 470 are **correct** and you are fully authorized to release this form for posting before clicking "Next" on this page.

6. Print a copy of this Block 5 Certification and Signature page, ask the authorized person to sign Item **25** with an original ink signature, and submit it to the SLD either manually, by mail, express delivery or U.S. Postal Service Return Receipt Requested.

For regular mail, submit **Form 470** to:

SLD - Form 470
P.O. Box 7026
Lawrence, Kansas 66044-7026

For express delivery **services** or U.S. Postal Service, Return Receipt Requested, submit **Form 470** to:

SLD - Form 470
C/o Ms. Smith
3833 Greenway Drive
Lawrence, Kansas 66046
(888) 203-8100

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